

County of Somerset New Jersey

PO Box 3000
COUNTY ADMINISTRATION BUILDING
SOMERVILLE, NJ 08876-1262

CULTURAL & HERITAGE COMMISSION
KAITLIN BUNDY
MANAGER



PHONE: 908-203-6020
FAX: 908-707-1749

NOTICE OF REQUEST FOR APPLICATION

The County of Somerset Cultural & Heritage Commission is soliciting applications through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed Request for Application (RFA) responses will be received by the Somerset County Cultural & Heritage Manager on **September 13, 2024, at 4:00 P.M.** in the Planning Division, County Administration Building, 20 Grove Street, Somerville, New Jersey 08876 at which time and place responses will be received for:

SOMERSET COUNTY CULTURAL & HERITAGE COMMISSION COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GRANT TO SUBMIT APPLICATIONS FOR FUNDING **CONTRACT #: CHC-RFA-0002-25**

Technical Assistance Workshops will be held on **August 14, 2024, at 6:00P.M.**, and **August 26, 2024, at 10:00 A.M.** via ZOOM. A link will be sent out via email prior to each workshop and sign up will be posted on the County website.

RFA responses must be made on the standard application forms, be enclosed in a sealed package bearing the name and address of the applicant and the "**RFA TITLE NAME & CONTRACT #**" on the outside, addressed to Kaitlin Bundy, Manager, Cultural & Heritage Commission at the address above.

Grant Guidelines and Application Instructions may be obtained at the Cultural and Heritage Commission or on the County Website, <https://bit.ly/CHPPGrant>.

Kaitlin Bundy, Manager
Cultural and Heritage Commission

1. Introduction

The County History Partnership Program (CHPP) enables the New Jersey Historical Commission (NJHC) to support both existing and emerging local history organizations serving the public. Funds granted are used to support local history organizations and other non-profit organizations and municipalities within Somerset County that provide history programming, services and development. Grant awards are competitive and seek to encourage excellence in history programming at the local level.

The Somerset County Cultural & Heritage Commission (SCC&HC) is the agency officially designated in Somerset County to apply for, receive and administer this annual local History Partnership Program Grant. The SCC&HC accepts grant proposals which conform to the guidelines stated herein. An independent peer panel evaluates all submitted applications, and provides recommendations for funding, which are submitted to the SCC&HC for approval. Upon the Commission's approval, grants are authorized through resolution with the Somerset County Board of County Commissioners.

Organizations must be Somerset County based and provide programs or services that increase access to New Jersey history and/or expand upon the knowledge of New Jersey history or seek to improve management of a local history organization.

Funding for this grant is contingent on funds being made available to the SCC&HC by the NJHC for the 2025 funding cycle.

2. Administrative Conditions and Requirements

The following items express the conditions and requirements of this RFA. Together with the other RFA sections, they apply to the RFA process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the County to determine the proposal as non-responsive to the RFA and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the County, will become part of any contract awarded as a result of this RFA.

2.1 Grant Program Schedule

The dates established for respondent proposals, proposal review, contractor selection and project initiation are:

1. Release of RFA	July 26, 2024
2. Technical Assistance Workshops (Virtual)	August 14, 2024, at 6:00 P.M. August 26, 2024, at 10:00 A.M.
3. Submission of Questions Deadline	August 30, 2024, at 4:00 P.M.
4. Application Deadline	September 13, 2024, at 4:00 P.M.
5. Professional Peer Panel Review	October 2024
6. Closed Meeting of the SCC&HC For Final Funding Approval	November 2024
7. Commissioner Approval by Resolution/Notification of Awards	December 2024
8. Re-grantee Contracts Paperwork Sent	January 2025
9. Return Deadline for Re-grantee Contracts	February 2025
10. Brief Interim Report Due	June 2025
11. Completion of All Grant-Funded Programming	December 31, 2025
12. Final Report Deadline	January 12, 2026

2.2 Application Submission Information

Submission Date and Time:

September 13, 2024, at 4:00 P.M.

Applications must meet the "in office" application deadline. Mail or hand-deliver the completed application package as noted below under submission office.

In person deliveries to the Somerset County Cultural & Heritage Commission will be subject to current County policies and must arrive no later than 4:00 P.M. Application packets received after 4:00 P.M., even if postmarked September 13, 2024, will not be accepted. No exceptions will be made.

One (1) Original ***signed in blue ink*** & five (5) copies of identically ordered grant application packages into individual **POCKET FOLDERS**. Label the front cover of each pocket folder with your organization's name, followed by "2025 CHPP GRANT APPLICATION." Label the application with the original signatures in blue ink as "ORIGINAL," and each of the five (5) full application copies as "COPY." SEE SECTION 4 – Item 4.7 – Assembly of Completed Application.

Submission Office:

SOMERSET COUNTY CULTURAL & HERITAGE COMMISSION

P.O. Box 3000/20 GROVE ST.

SOMERVILLE, NJ 08876-1262

Attention: **2025 CHPP Grant Application**

Clearly mark the application package with the title of this RFA and the name of the responding organization, addressed to the Cultural & Heritage Commission Manager. The original application must be ***signed in blue ink*** and marked to distinguish it from the five (5) copies. ***Faxed or emailed proposals will NOT be accepted.***

Only those RFA responses received prior to or on the application submission date and time will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the application.

2.3 Using Department Information

Somerset County Cultural & Heritage Commission

20 Grove Street – P.O. Box 3000

Somerville, NJ 08876-1262

Kaitlin Bundy, Manager

Cultural & Heritage Commission

Voice: (908) 203-6020

Fax: (908) 707-1749

Email: bundy@co.somerset.nj.us

2.4 County Representative for this Request for Application

Please direct all questions in writing to:

Kaitlin Bundy, Manager

Somerset County Cultural & Heritage Commission

Questions by prospective applicants concerning this RFA may be addressed to Kaitlin Bundy, Cultural & Heritage Commission Manager for the County of Somerset in writing via fax at 908-707-1749 or by email to bundy@co.somerset.nj.us. Please note the aforementioned contact is authorized only to direct the attention of prospective applicants to various portions of the requirements so that they may read and interpret each portion for themselves. ***NO*** employee of the County of Somerset is authorized to give interpretations of any portion of this RFA or to give information as to the requirements for the RFA in addition to that already contained in the RFA.

Interpretations of the RFA or additional information as to its requirements, when necessary, shall be communicated to prospective applicants ***only*** by written response issued by the Cultural & Heritage Commission Manager of the County of Somerset.

Please identify the contract name, number and note Request for Information as the subject line when submitting a request by fax or email.

2.5 Interpretations of RFA Requirements

Applicants are expected to examine the RFA with care and observe all its requirements. All questions about the meaning or intent of this RFA, all interpretations and clarifications considered necessary by the County's representative in response to such comments and questions will be issued by electronic transmission faxed or emailed delivered to all parties recorded as having received the RFA package. Only comments and questions responded to by formal written correspondence will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 Cost Liability and Additional Costs

The County assumes no responsibility and liability for costs incurred by the applicants prior to the issuance of a contract. The liability of the County shall be limited to the terms and conditions of the agreement.

Applicants will assume responsibility for all costs not stated in their application request.

2.7 Statutory and Other Requirements

2.7.1 Compliance with Laws

Re-grantees agree to comply with all Federal, State, and local laws, rules and regulations as applicable to the activities in which the Re-grantee is engaged in the performance of this grant. Re-grantees shall remain in good standing with all Federal and State filings, as required by law.

Any agreement entered into between the applicant and the County must be in accordance with and subject to compliance by both parties with all Federal, State and County laws, rules and regulations. The applicant must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The applicants shall sign and acknowledge such forms and certificates as may be required by this section.

Compliance regulations required include, but are not limited to:

2.7.2 Federal Office of Management and Budget (OMB) documents:

- <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>

New Jersey Department of the Treasury, Office of Management and Budget documents:

- Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: <http://www.state.nj.us/infobank/circular/circindx.htm> and click on "Circular Letters" and locate Circular 15-08.
- State Affirmative Action Legal Citations: The Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A 10:5, et. al., and P.L. 1975, c.127 and all implementing regulations.

2.7.3 Native American Graves Protection and Repatriation Act of 1990

2.7.4 Americans with Disabilities Act of 1990 - 42 U.S.C. S121 01 et seq., including 2010 Revised Regulations of Titles II and III

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this grant.

2.7.5 Title VI of the Civil Rights Act of 1964

ADA is civil rights legislation. If you are not in compliance with the law, you are denying a person with a disability their civil rights. Historic sites are not exempt from ADA compliance. All Re-grantees must be ADA compliant.

If your facility is not 100% compliant with the ADA, demonstrate in your application that your organization is committed to future compliance and has a plan on file with a timeline for removing barriers (physical and programmatic). Be sure to indicate in your proposal an alternative site at which your programs will be fully accessible. Failure to do so will automatically disqualify your application.

2.7.6 Mandatory EEO/Affirmative Action Compliance - N.J.S.A 10:5-31 et seq. and N.J.A.C 17:27 et seq.

2.7.7 Fair Labor Standards of the Arts & Humanities Act of 1965

2.7.8 Health & Safety Standards

2.7.9 Section 504 of the Rehabilitation Act of 1973

2.7.10 Title IX of the Education Amendments of 1972

2.7.11 Drug-Free Workplace Act of 1988

2.7.12 Age Discrimination Act of 1975

2.7.13 Assign or Transfer Any Rights/Interests

Neither the County nor the applicant shall assign or transfer any rights or interest in this Agreement without the prior written consent of the other party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the County and the Applicant.

2.7.14 Insurance and Indemnification

The Re-grantee shall indemnify and hold harmless the County of Somerset and the New Jersey Historical Commission from any and all loss, damages, suits, penalties, costs, liabilities, expenses, including but not limited to, reasonable investigation and legal expenses, arising out of the operation of the program, or arising out of, or under, this grant agreement.

The Re-grantee further agrees to indemnify and save harmless the County of Somerset and the New Jersey Historical Commission from suits or actions of every nature or description brought against it, or damages received or sustained by any party or parties, by or from any of the acts of the Re-grantee or of the Re-grantee's Directors, employees, agents, or volunteers.

The Re-grantee shall procure and maintain at its own expense, liability insurance for damages for any personal injury or property damage caused by the Re-grantee in its normal and usual course of business. The Re-grantee expressly understands and agrees that any insurance protection required by this agreement shall in no way limit the Re-grantee's obligations assumed in this agreement and shall not be construed to relieve the Re-grantee from liability in excess of such coverage.

The types and minimum amounts of insurance that are required are as follows:

- a. *Comprehensive General Liability Insurance*: the minimum limits for this insurance shall be \$1,000,000. for bodily injury and \$50,000.00 for property damage. The above required comprehensive general liability insurance shall name the County of Somerset, its agents, employees and officers and the New Jersey Historical Commission as additional insureds.
- b. *Workers Compensation and Employers Liability Insurance*: workers compensation insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey.

The Re-grantee, prior to the commencement of services required under this agreement, shall provide the County with a valid Certificate of Insurance in accordance with the foregoing provisions. The Certificate shall provide for 30 days written notice to the County prior to the cancellation, expiration, or non-renewal during the term of the insurance. In the event the Re-grantee fails or refuses to renew any of its insurance policies as necessary, or any policy is cancelled, terminated, or modified so that the insurance does not meet the requirements of this agreement, the County may cancel this agreement and/or refuse to make any payment of further monies due under this agreement to the Re-grantee.

2.8 Multiple Applications Not Accepted

More than one application from an individual, a firm or partnership, a corporation or association, municipality or nonprofit under the same or different names shall not be considered.

2.9 Commencement of Work

The applicant agrees to commence work after the date of award by the owner and upon notice from the Cultural & Heritage Commission.

2.10 Failure to Enter Agreement

Should the applicant, to whom the funding is awarded, fail to enter into an agreement within 4 months, Sundays and holidays excepted, the County may then, at its option, rescind grant funding.

2.11 Time of Completion

It is hereby understood and mutually agreed, by and between the applicant and the County, that the date on which the work shall be substantially complete as specified in the RFA is an essential condition of this agreement. It is further mutually understood and agreed that the work and contract time embraced in this agreement shall commence on the date specified and that the resulting agreement shall be completed in sequence and time frames identified by the County.

The applicant agrees that said services shall be processed regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the applicant and the County, that the time of completion of the services described herein is a reasonable time for the completion of it.

2.12 Termination and Suspension

The following definitions shall apply for the purposes of this Paragraph:

Termination - the cancellation of assistance, in whole or in part, under a grant at any time prior to the date of completion.

Suspension - an action by the County which temporarily suspends assistance under the grant pending corrective action by the Re-grantee or pending a decision to terminate the grant by the County.

Disallowed costs - those charges to the grant which the County or its representatives determine to be beyond the scope of the purpose of this grant, excessive, or otherwise unallowable.

If the Re-grantee fails to comply with the grant award stipulations, standards, or conditions, the County may suspend the grant and withhold further payments; prohibit the Re-grantee from incurring additional obligations of grant funds pending corrective action by the Re-grantee; or decide to terminate the grant in accordance with this Paragraph. The County may allow all necessary and proper costs, which the Re-grantee could not reasonably avoid during the period of suspension provided that they meet Federal and State requirements.

The County may terminate the grant, in whole or in part, whenever it is determined that the Re-grantee has failed to comply with the conditions of the grant or whenever it is discovered that the Re-grantee has changed any of the terms of the grant. The County shall promptly notify the Re-grantee in writing of the

determination and the reasons for the termination together with the effective date. Payments made to the Re-grantee or recoveries by the County under the grant terminated for cause shall be in accord with the legal right and liability of the parties.

This agreement may be terminated by either party when both parties agree that the continuation of the project/program would not produce beneficial results commensurate with the further expenditure of funds.

In the event the funds required by the parties from Local, State, and Federal sources are not obtained and continued at an aggregate level sufficient to allow for the provision of the indicated quantity of service, the obligation of each party hereunder shall thereupon be reduced, or in the case of complete failure of funds, terminated, provided that any termination of this agreement shall be without prejudice to any obligations or liabilities of any party already accrued prior to such termination.

2.13 The terms of this contract shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey.

2.14 Source of Application/RFA Packages

Official County Request for Application (RFA) packages are available from <https://bit.ly/CHPPGrant> at no cost to the prospective applicants. Potential applicants are cautioned that they are responding at their own risk if a third party supplied the application that may or may not be complete. The County is not responsible for third party supplied RFA documents.

2.15 Altering Official Document

Applicants shall not write in any margins or alter the official content of Somerset County RFA document.

2.16 RFA Preparation of Forms

RFAs ***must be signed in blue ink by the applicant***; all documentation shall be made with a typewriter/computer or pen and ink. Any application showing any erasure alteration must be initialed by the applicant in ink.

2.17 W-9

Successful applicants shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

3. Application Guidelines

Please read these guidelines carefully, (including all grant reporting requirements) before preparing your proposal. If you have any questions, please call the Commission office at 908-203-6020.

COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GUIDELINES

I. ELIGIBLE APPLICANTS

1. Organization must be Somerset County-based, operating as a:
 - Non-profit organization - 501(c)3 or 501(c)4*
 - Unit of local government
 - Institution of higher education or**
 - Faith-based organization***

Non-profit organizations must be incorporated in the state of New Jersey as a non-profit organization and **submit a copy of this ruling from the Internal Revenue Service documenting tax exempt status as a 501(c)3 or 501(c)4 and must be current with their 990 filing; **OR** a unit of local government, institution of higher learning or faith-based organization providing proof of tax exempt status.*

***Programs in educational or religious institutions that do not actively seek a wide general public audience are ineligible. **However**, after-school programs utilizing school or faith-based facilities, broadly advertised as open to and welcoming the general public, are eligible for funding.*

****Faith-based organizations may apply for this grant, provided they meet the eligibility criteria, but all applications from faith-based organizations are required to be reviewed by the New Jersey State Attorney General to ensure the purpose of funding would not be considered "religious use." Please be aware that this review process may take several months to complete.*

2. Organization must provide a program or service that increases public access to New Jersey history and/or expand upon the knowledge of New Jersey history or seek to improve management of a local history organization.
3. Organization must have provided public history programs and/or services in Somerset County for the benefit of the general public for at least two years prior to application.
4. Organization must provide proof of stability and fiscal responsibility.

Notes on Eligibility & Pertinent Conditions:

1. Organizations may not receive grants from both the Somerset County Cultural & Heritage Commission and the New Jersey State Historical Commission within the same funding cycle.
2. SCC&HC will not accept applications or award grant funds to organizations applying to or receiving CHPP grants from other County Cultural and Heritage Commissions.
3. All applicants must include contingency plans for virtual or other alternatives to proposed programming to comply with County and State health and safety regulations. This item is addressed in Narrative question 7B of the Grant Application.
4. **IMPORTANT: Read through the entire packet before applying as details may have changed.**

II TYPES OF GRANTS AVAILABLE (2 CATEGORIES)

Requirements vary for each category. Please read the descriptions thoroughly.

A. GENERAL OPERATING SUPPORT (GOS)

GOS is limited to non-profit organizations whose missions are exclusively devoted to the public presentation of history. GOS funds provide support for the overall operations of these organizations for the calendar year; although there are specific uses for GOS funds that are considered ineligible (See below for Eligible and Ineligible Expenses). GOS funds may be used for most activities that support the organization's history mission.

GENERAL OPERATING SUPPORT (GOS) MATCH REQUIREMENTS:

There is no match required for funds that will be re-granted for 2025. GOS applicant organizations can request up to 50% of their total budgeted income/revenue projected for year 2025. For example, an applicant with a \$100,000 annual operating budget can request up to \$50,000 in GOS funds. Please keep in mind that requests are not guaranteed to be fully funded, and that showing additional funding support for an organization strengthens the grant application.

ELIGIBLE EXPENSES

- Salaries and wages
- Contracted services / outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training / capacity building

- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense)
- Basic grounds maintenance
- Project Specific Travel and transportation (automobile travel @\$0.31/mile, train, or air coach travel)
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)
- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

INELEGIBLE EXPENSES

- Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and landscaping projects
- Exterior maintenance
- Purchase of real estate, motor vehicles, or leasehold improvements
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal
- Applications submitted by religious institutions should be vetted for eligibility by an agency's legal council

B. SPECIAL PROJECT GRANT (SP)

Open to any organization that meets the eligibility requirements (See below for Eligible and Ineligible Expenses). A special project is a specific, well-planned project that brings quality history programming to the community and has defined start and completion dates. The project may contain multiple events or activities, but these must be clearly related by discipline or theme. Special projects **MUST** be focused on New Jersey history and benefit the general public in Somerset County. Priority will be given to projects focused on or related to the 250th anniversary of American Independence. Focusing on this initiative is not required but encouraged. Examples of Special Projects (include but are not limited to):

- **Original Research** for and preparation of nominations to the National Historic Register or the New Jersey Register of Historic Places or research in connection with historic preservation projects.
- **Oral History** projects such as documenting the experience of veterans, new immigrants and voices of people previously not heard (e.g., women, diverse communities, etc.) and the costs of transcriptions.
- **Publications** including research to prepare, write, edit and print.
- **Public Programming** such as lectures or exhibitions on local or New Jersey history.
- **Digital Media**, digitization projects of historic material not available at other depositories.

Examples of Ineligible Projects (include but are not limited to):

- Projects that do not relate to New Jersey history
- Project work that is completed before the grant is awarded
- Conservation of collections of unidentified photographs
- Conservation of materials owned by federal, state, county, or municipal governments
- Construction, restoration, preservation of gravestones, commemorative statues, historical markers, and other non-interpretive items
- Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
- Fiction and poetry

- Projects of federal or state government agencies
- Projects that are not accessible to the general public
- Publication of coloring books, cookbooks, and calendars
- Purchase of collections, furniture, costumes, artifacts, or other items for collections
- Restoration or preservation of structures
- Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
- Projects that do not comply with the requirements of the Americans with Disabilities Act

SPECIAL PROJECT MATCH REQUIREMENTS:

There is no match required for funds that will be re-granted for 2025. Applicants requesting Special Project grants can request up to \$20,000 for 2025. Please keep in mind that requests are not guaranteed to be fully funded, and that showing additional funding support for a project strengthens the grant application.

ELIGIBLE EXPENSES

- Archival folders, boxes, and other material for conservation of historical materials such as manuscripts, books, costumes, and photographs
- Archival or research library user fees
- Equipment purchases with the following restrictions: only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive recording devices and computer software.
- Equipment rental
- Materials for fabricating and installing exhibitions
- Microfilming
- Oral history tape transcription
- Payment of exhibition loan fees and shipping costs
- Photography and photocopying
- Production of promotional or advertising materials
- Projects looking to design new or update existing signage or interpretative materials. (Projects that do not intend to update outdated information will not be funded.)
- Travel and maintenance for speakers and honoraria for speakers in the following amounts:
 - Keynote speakers, up to \$1,000; one keynote speaker per program
 - Main speaker, up to \$500
 - Chairperson or moderator, up to \$250
 - Panelist, up to \$175
 - Additional funds for higher honoraria may be requested if you can demonstrate the speaker's particular merits
- Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
- Travel and/or maintenance while conducting research
- Travel expenses with the following limits:
 - Automobile travel: \$.47 per mile
 - Train or airplane fares (coach only; not first class)
 - Food and accommodations: up to \$150 per day
- Publication costs, such as typesetting, printing, copyright permission fees, and binding. Note: publications must be approved by the Somerset County Cultural & Heritage Commission prior to final printing and one final copy must be submitted as proof of completion.
- Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers
- "Artful History" projects in which at least 25% of the cost to be covered by the applicant is for consultation with qualified historian(s)* outside of one's own organization, of the subject matter, or if they are the outcome or byproduct of a previously awarded CHPP grant that has been acknowledged to be genuinely history based. If a proposed application cannot meet these requirements, the application may be better submitted through the Local Arts Program grant. The following may be considered "Artful History:"

- Artistic history-based happening
- Historically based murals
- History focused musical arrangements or performances
- Historic re-enactments or performances on historical subjects inside or outside a theater
- Other forms may be proposed and considered upon approval

*“Professionally qualified” is defined as meeting or exceeding the National Park Service’s 36CFR 61, Appendix A, minim professional requirements as listed in an amended version below:

The minimum professional requirements in history are a graduate degree in history or a closely related field or a bachelor’s degree in history or a closely related field plus one of the following:

- a) *The equivalent of at least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution;*

Or

- b) *Substantial contribution through research and publication to the body scholarly knowledge in the field of history.*

Please Note:

- Organizations that do not have a General Operating Support grant may request funds for administrative support in their Special Project grant application. The administrative support portion may not exceed 35% of the total request. Administrative support includes the salaries of regular employees. It does not include fees for consultants or contracted services.
- Budget requests for contracted services (e.g., microfilming, conservation work) or equipment purchase must be accompanied by vendor price quotes that clearly describe the services or equipment.
- Budget requests for speakers or consultant services (guest curator, designer, National Register research, etc.) must be accompanied by a letter of commitment from the consultant with a description of the services and pricing.

INELEGIBLE EXPENSES

- Field trips, if that is the only component of the project
- Purchase of books or prepackaged instructional materials
- Purchase of items for collections
- Purchase of refreshments for the project’s audience
- Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)

III. CHPP GRANT RECIPIENT REPORTING REQUIREMENTS:

Re-grantee Contract: Once notification of an award has been announced, each Re-grantee organization will be required to complete and submit a Re-grantee contract before any funds are released. The contract requires the organization to submit a copy of its most recently completed audit (previous year), a profit loss statement, **or** a statement of support, revenue, expenses and changes in fund balances for its recently completed calendar year prepared, preferably, by an outside independent accountant. Release of any funds is contingent upon receipt, review and execution of the complete Re-grantee contract.

The Re-grantee agrees to establish and maintain sufficient records in a format acceptable to the County (dated records, contracts and receipts of expenditures, and copy of final report, etc.) in order to enable the County to determine whether the Re-grantee has met the regulations of the

New Jersey Historical Commission (NJHC).

Interim Report: Preparation of a simple Interim Report, mid-way through the grant period is required for monitoring purposes to be sure all projects and programs are proceeding as proposed.

Final Report: All grant-funded activities must be completed by December 31, 2025, and a Final Report is due on January 12, 2026.

Final Report confirms proper utilization of funds and that all requirements of the grant have been met. It must include a narrative description of completed project/programs; program publicity demonstrating inclusion of required funding statement and logos; report of virtual and actual attendance figures by age (youth or adult, not specific ages); and financial accounting and documentation (Copies of expense receipts and invoices are required as well as official documentation of in-kind contributions, if received.). GOS recipients are required to report on all of their organization's activities throughout the year. SP recipients need only report on the specific grant funded project.

If the project has a tangible product, a copy of that product must be submitted with the final report or as soon as it is available. Any product of the project must be available to the public. "Product" refers to such items as books, articles, conference papers, finding aids (e.g., guides, collection descriptions), software, oral history transcripts, media productions, sets of slides, walking or driving tour materials, conference brochures or publicity, exhibition catalogues or publicity, or curriculum materials.

Failure to submit any of the required reporting documents will not only jeopardize future funding, but your organization will not receive the final disbursement of the award (remaining 25%), or in some cases depending upon circumstances, cause a rescission of the **total** grant award.

The Re-grantee agrees to retain all records relevant to this agreement for three years after final payment unless an audit is in progress or exceptions have not been resolved. State and County auditors and any other person duly authorized by the County shall have full access to and the right to examine any of the said documents during the three-year period.

IV. GRANT AWARDS AND PAYMENTS:

Notification to local organizations should be expected by December 2024. Organizations that are currently being funded through the CHPP Grant must wait until their current Final Report has been received and approved before new funding will be released in the new year. All calendar year awards, regardless of status as a past/current Re-grantee or newly designated Re-grantee, will be made in the new year, contingent on receipt, review and approval of the organization's complete 2025 CHPP Re-grantee contract (two signed originals) and signed purchase order.

OFFICIAL NOTIFICATION AND YOUR ORGANIZATION'S OBLIGATION:

Organizations shall **NOT** begin projects/programs until they have been officially notified of the actual amount of the grant award **and the Board of County Commissioners has formally authorized each organization's completed/submitted/approved Re-grantee contract**. The Cultural & Heritage division will notify organizations when their Re-grantee contracts are authorized. If the grant award is less than originally requested, applicants must assure the SCC&HC that they can make the necessary adjustments or additional provisions to the original proposal in order to move forward with the proposed program/project (Your organization will have an opportunity to make adjustments to your projects, should funding be less than anticipated). Along with the submission of the Re-grantee contract, each organization is required to submit an audit, a profit loss statement **or** statement of support, revenue, expenses and changes in fund balance for its latest fiscal year (or calendar year, as appropriate), and also a Certificate of Insurance (Comprehensive General Liability and Workers Compensation and Employers Liability Insurance) as stipulated in the Re-grantee contract. Failure to submit required components of the Re-grantee contract will delay your organization's first payment.

FUNDING DISBURSEMENTS TO LOCAL RE-GRANTEE ORGANIZATIONS:

An initial payment of 75% of the total award will be made as soon as the submitted Re-grantee Agreement and all attachments have been approved and fully authorized by the Somerset County Board of County Commissioners. At the end of the grant period, having received the Re-grantee's Final Report and verifying that all terms of the original agreement have been satisfied, the remaining 25% of the award balance will be paid. The final payment may be withheld or reduced if the following occurs:

- The organization does not expend grant funds in accordance with its approved proposal.
- The organization does not credit the NJHC and SCC&HC properly as specified in the Publicity Agreement component of the Re-grantee contract.
- Requested financial documentation (invoices/receipts) are not submitted.

Notes on Unused Funds and Re-grantee Contract Compliance Issues:

- Any unused grant funds must be returned to the SCC&HC.
- If at any time during the grant period your organization encounters a problem that could negatively impact the execution or completion of your grant-funded project/programs, and is unable to honor its Re-grantee contract, notify staff at the SCC&HC office as soon as possible by formal letter to initiate a follow-up discussion of the situation.
- Failure to notify the SCC&HC of non-use of funds in a timely manner may disqualify the Re-grantee from receiving future grants. The SCC&HC may be unable to reassign the funds to another organization and may have to return the funds to the State.
- Please note: Priority will be given to projects and/or organizations focused on or related to the 250th anniversary of American Independence. Focusing on this initiative is not required but encouraged.

V. PUBLICITY OBLIGATION:

The NJHC, Somerset County (SC) and the SCC&HC MUST BE CREDITED in all promotional literature, programs, and media/press releases. Credit shall read as follows:



Made possible by funds from the Somerset County Cultural & Heritage Commission, a partner of the New Jersey State Historical Commission.



Required Logos: SC and SCC&HC Logos will be sent to Re-Grantees via email by Commission Staff in the new year.

You will be required to submit key press clippings and programs handouts (appropriately crediting and documenting the NJHC, SC and SCC&HC) with your Interim and Final Reports at the end of the grant period.

4. Specific Application Requirements

READ GUIDELINES AND INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION. ALL APPLICATION INFORMATION MUST BE TYPED AND SUBMITTED ON OFFICIAL APPLICATION FORMS.

4.1 Application Summary:

Complete all questions included in Part One: Application Summary.

4.2 Narrative Section:

Complete the questions included in the narrative section. Answer questions directly below each stated question. Respond to **all** component parts, as thoroughly and as concisely as possible, using a total of no more than five (5) pages (excluding question length).

4.3 AMERICANS WITH DISABILITIES ACT (ADA) QUESTIONNAIRE:

This is a required part of the County History Partnership Program grant application. Respond to all questions by checking off "Yes" or "No." These questions must be answered whether your organization rents or owns the facility where programs are presented.

4.4 Board and Demographics Charts

Complete the required Board and Demographics Charts. The information provided should reflect your organization's board and staffing at the time of application.

CHART #1

- Provide the required information pertaining to your organization's board members at the time of application.

CHART #2

- Provide the required information pertaining to all board members, paid staff, and volunteers that work with your organization at the time of application.
- The demographic numbers provided in this chart relating to racial and ethnic diversity may be estimates.

CHART #3

- Provide the required information pertaining to all board members, paid staff, and volunteers that work with your organization at the time of application.
- The demographic numbers provided in this chart relating to Seniors Over 65 and Persons with Disabilities may be estimates.

4.5 FINANCIAL CHARTS:

Answer the question in Part Four of the application and complete the required Financial Charts, available in a separate Excel document. Both the charts and the application are available electronically (on the county website or emailed directly upon request). Complete financial information for the application for the years requested:

CHART #1

- Record expenses for the *current* funding year in Column 1.
- Record all proposed expenses for the grant period (1/1/25 through 12/31/25) in Column 2.
- Itemize all expenses marked with an asterisk (*) in a separate Excel or Word document and attach it to your application.
- Record only those expenses which will be paid for with CHPP funds in Column 3 (i.e. if requesting a \$5,000 CHPP grant show only how this \$5,000 will be expended).

CHART #2

- Record the details of all additional sources of funds that you expect to receive in 2025. You may attach additional paper if needed.

CHART #3

- If you have a surplus or deficit of funds over 10%, provide an explanation in the appropriate field(s) in Chart #3.

CHART #4

- Record any in-kind contributions you are expecting to receive in Chart #4.

Which Finance Charts should be completed?

- All applicants must complete Chart #1.
- CHPP grant funds are not guaranteed to completely cover all operating costs or the cost of a project. All applicants are recommended to have additional sources of funding. Provide a list of all additional funding sources in Chart #2.
- Applicants that have a surplus or deficit of funds over 10% must complete Chart #3.
- All applicants are encouraged to document expected in-kind contributions in Chart #4.

4.6 Required Attachments, Support Materials and Application Forms

With your application, submit the following required documents and support materials which assist the grants panel in understanding your organization and its practices more clearly. **Label each item on top right to identify.** All forms are required and shall be completed and made part of the proposal submitted.

1. RFA Document Checklist found on page 18 of this RFA document.
2. Internal Revenue Service letter of tax exemption Section 501(c)3 or 501(c)4 status (Nonprofit only).
3. Organizational Long-Range Plan (GOS only but encouraged for SP) must include date of adoption by the organization's board or Board of Directors.
4. Resumes of key staff (Executive Director, Program Administrators, CFO, paid or staff volunteers, etc.).
5. Resumes of professional historians, consultants, and support personnel your organization seeks to hire with funds from this grant and documentation of commitment from same.
6. Authorizing Resolution (Government Agency applicants only).
7. An organization brochure, or appropriate downloaded web home page/s of your organization's website describing your mission, and what programs/services you offer.
8. Samples of special events/programs brochures/marketing/promotional materials typically circulated to promote your activities and schedule of events planned for the year. Up to six (6) items from the past two (2) years may be submitted. Material should fit the 8 ½ x 11 format and should support statements presented in the narrative. (i.e. Consultant proposals, Advertisements, Letters of Support, Press clippings).

4.7 Assembly of Completed Applications

1. Assemble six (6) identically ordered grant application packages into individual POCKET FOLDERS; one (1) original and five (5) copies. All application packets should have identical contents.
2. Label the front cover of each pocket folder with your organization's name, followed by: 2025 CHPP GRANT APPLICATION.
3. Label the application with the original signatures in blue ink as "ORIGINAL," and each of the five (5) full application copies as "COPY."
4. Only complete applications consisting of the following components will be reviewed:

Staple together:

- Grant Application Summary
- Narrative
- Completed ADA questionnaire
- Board and Demographics Charts
- Financial charts
- Signatures of your organization's authorized officials (Two (2) original signatures in *blue* ink placed in "ORIGINAL" folder)
- RFA Document Checklist
- Internal Revenue Service letter of tax exemption Section 501(c)3 or 501(c)4 status
- Organizational Long-Range Plan (GOS only but encouraged for SP)
- Resumes of key staff (Executive Director, Program Administrators, CFO, paid or staff volunteers, etc.)
- Resumes of the professional historians, consultants, and support personnel your organization proposes to hire
- Authorizing Resolution for application (Government only)
- Support Materials: brochures, catalogues, publications, press clippings, etc.

5. Evaluation, Review and Selection Process

5.1 Proposals to Remain Subject to Acceptance

The County will either award the funding within the applicable time period or reject applications.

5.2 Rejection of Application

The County reserves the right to reject any or all applications, or to reject any applications if the evidence submitted by, or investigation of such applicant fails to satisfy the County that such applicant is properly qualified to carry out the obligations of the RFA and to complete the work contemplated therein. The County reserves the right to waive any minor informality in the RFA.

5.3 Evaluation Process

All applications will be carefully reviewed and evaluated by an independent peer panel of history professionals. Submission of an application does not guarantee that an organization will be funded. The panel will review all applications to determine if they satisfy the application requirements, determine if an application should be rejected and evaluate the applications based upon the Evaluation Criteria. The highest-ranking applications will then be recommended to the governing body for an award of funding. The County reserves the right to reach out to the applicants to get clarification on applications on specific items if necessary, during the evaluation and deliberation process.

Independent Peer Panel – RFA respondents are prohibited from contacting any member of the independent peer panel directly without a formal invitation. If it is found that an applicant has attempted to discuss their application with a panel member without an invite, then their application may be deemed unresponsive. All questions during the evaluation period shall be directed to the Cultural & Heritage Commission Manager.

5.4 Evaluation Criteria

The following criteria are considered in the evaluation of each application. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful applicant.

The evaluation will be based on the quality of the content of the RFA and the applicant's ability to communicate a thorough understanding of the required tasks and the approach to meet the requirements outlined in the RFA. Applications will be evaluated for general compliance with instructions and requests issued in the RFA. Non-compliance with significant instructions will be grounds for disqualification of applications. Priority will be given to projects and/or organizations focused on or related to the 250th anniversary of American Independence. Focusing on this initiative is not required but encouraged.

5.4.1 Merit of the Organization and/or Project

Application is complete with relevant support materials and well written narrative answers that convey the organization's mission and impact on the community as they apply to history and outline its history programs or detail the proposed history project and its goals. Sound, advanced planning and the efficient and judicious use of the funds requested is evident. Application provides a detailed description of how the organization or project will benefit the public.

5.4.2 Partnerships and Collaborations (if proposed)

Partnership is relevant and beneficial to each affiliate as well as the proposed project and benefitting public.

5.4.3 Audience and Diversity Outreach

Organization provides projected audience demographics and benefitting numbers as well as survey or research evidence that the organization and/or project fulfill a need in the community. Organization demonstrates an effort to include diverse communities in its audience.

5.4.4 Marketing and Promotion Strategy

Organization has clearly stated goal-oriented plans to promote and market the organization and its proposed grant funded projects and programs. ADA accessibility is also promoted.

5.4.5 Involvement of Experienced, Quality Professionals

All involved professionals (those hired specifically for this grant project as well as staff, directors, etc.) have clearly stated roles and are qualified to perform the tasks for which they are engaged. Required resumes are attached.

5.4.6 Contingency Plan

Organization has a clearly stated and realistic plan in place for completing projects or sustaining operating costs if grant funding is not awarded or less than anticipated AND includes plans for virtual or other alternatives to proposed programming to comply with County and State health and safety regulations. Contingency plans should also address other potential natural disasters, such as hurricanes, that may limit access to in person programming.

5.4.7 Stability of the Organization

Organization provides proof of sound business management and fiscal responsibility. Budget proposals are reasonable and realistic. There is evidence of outside support (e.g., corporate, foundation, fundraisers, etc.).

5.4.8 ADA Compliance

Programs and services are accessible to all people in compliance with the Americans with Disabilities Act (ADA) and Federal non-discrimination laws. The required ADA survey is complete.

5.5 Funding Allocation

The Board of County Commissioners has formally authorized each organization's completed/submitted/approved Re-grantee contract.

5.6 Term of the Contract

January 1, 2025 – December 31, 2025

5.7 Notice of Award

The successful applicants will be notified of the award of contract upon a favorable decision by the Board of County Commissioners.

5.8 Methods of Payment

The County agrees to pay the Re-grantee for all reasonable and allowable costs upon receipt of executed documents and a signed purchase order.

Payments will only be made for costs incurred after full execution of the Grant Contract.

An initial payment of 75% of the compensation rate described above will be processed upon receipt of a signed County purchase order, but not before full execution of the County's contract with the NJHC.

A final payment of up to 25% will be processed upon receipt of a signed County voucher with supporting documentation, including an approved Final Report.

**COUNTY OF SOMERSET
RFA DOCUMENT CHECKLIST**

**Read,
Acknowledge,
Signed &
Submitted
Respondent's
Initial**

**A. MANDATORY ITEMS – REQUIRED NO LATER THAN RFA DUE DATE
NOT SUBMITTING DOCUMENTS MAY BE CAUSE FOR REJECTION OF RFA**

- Grant Application/Summary Coversheet _____
- Narrative _____
- Completed ADA Questionnaire _____
- Board and Demographic Charts _____
- Financial Charts _____
- Signatures from two (2) of your organization's authorized officials
(Two (2) Original signatures in blue ink placed in "Original" folder) _____
- Internal Revenue Service Letter of Tax Exemption Section 501(c)3 or 501(c)4
status _____
- Organizational Long-Range Plan (GOS only but encouraged for SP) _____
- Resumes of Key Staff
(Executive Director, Program Administrator's, CFO, Paid or Staff Volunteer, etc.) _____
- Resumes of the professional historians, consultants, and support personnel your
organization proposes to hire. _____
- Authorizing Resolution for Application (Government Agency Only) _____
- Support Materials: Brochures, Catalogues, Publications, Press Clippings, etc. _____

B. MUST SUBMIT BY CONTRACT AWARD DATE

- Certificates of the Required Insurance naming County and the New Jersey
Historical Commission Additionally Insured _____

C. READ ONLY

- Americans With Disability Act of 1990 Language _____
- EEO/Affirmative Action Compliance _____

This checklist is provided for respondent's use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.

Name of Respondent: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

(REVISED 4/10)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.



COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GRANT
for Grant Period January 1, 2025 through December 31, 2025

Application Deadline: September 13, 2024

Part One: Application Summary

1. Applicant Organization: _____

Street Address: _____

City, Zip: _____

Website Address: _____

U.S. Congressional District: _____ Legislative District: _____

Federal ID # (FEIN): _____

2. Primary Contact: _____

Title: _____

Mailing address: _____

City, Zip: _____

Daytime telephone: _____

E-mail address: _____

Secondary Contact: _____

Title: _____

Mailing address: _____

City, Zip: _____

Daytime telephone: _____

E-mail address: _____

3. Type of organization:

Nonprofit organization

Municipal Agency

Library/School

Other: _____

4. Please select all that apply to your organization:

Historical Society

Museum

School

Historic Site

Library/archives

Other: _____

5. How will 2025 CHPP grant funds be utilized (one paragraph or less)?

6. Funding History:

New Applicant Past/current applicant (Note year(s) funded, i.e.: 2020, 2023): _____

7. Grant Category:

General Operating Support (GOS)

Special Project Support (SP)

8. Grant Amount Requested: _____

9. **Total Projected Expenses (Total from Finance Chart #1, Column 3):** _____

10. **Private, Nonprofit organizations must complete this section: Our organization is:**

- Current with all Federal filings (e.g. 990s and Payroll Taxes) Yes No
 Current with all NJ filings (e.g. Annual Report, Sales Tax, and Payroll Taxes): Yes No
 Currently applying to any other County Heritage Agency for funding Yes No

11. **Quick Facts (Please provide the following typical annual figures):**

- | | | | |
|---------------------------|-------|-----------------------|-------|
| Days open to the public | _____ | Board members: | _____ |
| Hours open to the public: | _____ | Full-time paid staff: | _____ |
| Total live attendance: | _____ | Part-time paid staff: | _____ |
| Adult attendees: | _____ | Volunteers: | _____ |
| Youth attendees: | _____ | Members: | _____ |
| Website visitors: | _____ | | |

Membership Fee: \$ _____ individual \$ _____ family

Software Survey Social Media Use (# of Followers)

- | | | | |
|-----------|-------|------------|-------|
| Facebook: | _____ | Pinterest: | _____ |
| Twitter: | _____ | Instagram: | _____ |
| LinkedIn: | _____ | Other: | _____ |

Part Two: Application Narrative Questions

1. **ORGANIZATIONAL OVERVIEW:** Briefly describe your organization’s mission, goals and purpose as they relate to history. Discuss typical history programs and activities offered. Note any unique characteristics of your organization.

2. **PROJECTED PURPOSE OF FUNDING REQUESTED:** Provide a response for the category for which you are applying, General Operating Support or Special Project.

GENERAL OPERATING SUPPORT (GOS) APPLICANTS: Describe what your organization hopes to accomplish related to local and/or state history in 2025. What is the primary focus for grant expenditures; how will funding help achieve goals set out in the organization’s mission and long-range plan as they relate to history (i.e. will funding enable your organization to expand or retain administrative capacity, expand current programming, initiate new programming, etc.)?

SPECIAL PROJECT (SP) APPLICANTS: Describe your 2025 planned project: What you hope to accomplish; when and where the project will take place; how it will be accomplished and who will be involved. Discuss how the planned program will help achieve goals set out in the organization’s mission and long-range plan (i.e. audience development, cultural diversification, facility enhancement, professional development, social media, fundraising, etc.)

3. **PUBLIC AWARENESS OF LOCAL AND STATE HISTORY:** How does your organization or proposed program promote the value of local/state history? Describe the way in which it will expand public awareness of local history resources.
- _____
4. **AUDIENCES AND BENEFITTING PUBLIC:** Describe the typical population/audience your organization serves, including total projected number of people you hope to benefit in this grant period. If this project/program was never presented before, provide a reasonable projection. What new audiences are you seeking to reach? What steps will you take to include diverse communities in your audience (Persons with mental/physical disabilities, youth at risk, shut-ins, minorities, older adults, economically disadvantaged people, etc.)?
- _____
- a. **Estimated number of people served by your project or series:** _____
- b. **Estimated number of people served by your organization:** _____
(Total annual attendance figures for live and virtual performances, workshops, classes, seminars, etc.)
- c. **How do you track this information?** _____
5. **MARKETING AND PROMOTION:** Describe your organization’s promotional efforts or marketing plan/s, noting projected sources and timeline to broadcast your programs/projects. Describe efforts made to attract new audiences, membership (if applicable), and volunteers. What steps will you take to market and promote to diverse communities (Persons with mental/physical disabilities, youth at risk, shut-ins, minorities, older adults, economically disadvantaged people, etc.)?
- _____
6. **PROFESSIONALS ENGAGED AND THEIR CREDENTIALS:** List key professionals participating, whether members of your staff (GOS) or hired specifically (GOS, SP), and describe their roles (job description, their area/s of expertise and project responsibilities). **SUBMIT RESUMES** of key professionals (historians, technicians, lecturers, etc.) with your application as necessary support materials for the grant panelists’ consideration.
- _____
7. **CONTINGENCY PLAN:** Provide responses for **BOTH** A and B.
- A.) Realizing that anticipated funding may not meet your organization’s expectations or that your request may be only partially funded, describe other options and/or contingency plans your organization has explored so that you can move forward with your proposed programming or project plans.
- _____
- B.) Over the past few years several events have limited access to in person programming (i.e.: COVID-19, natural disasters, etc.). Please describe your contingency plan for such potential situations.
- _____

Part Three: Americans with Disabilities Act (ADA) Access Questionnaire

Compliance with the Americans with Disabilities Act (ADA) is a Federal Law and a Re-grantee obligation. Complete the following ADA Questionnaire. If your organization has a board-approved ADA plan on file, also include one copy of the full plan with support materials. Respond to the questions below concerning your facility, programs and practices by checking off "Yes," "No" or "N/A" where applicable. If your organization does not have its own facility and you rent a facility, you must still respond to these same questions in reference to the facility/ies in which your organization presents its programs.

1. Does your organization have a board approved ADA Plan on file demonstrating good faith efforts to comply with Federal ADA compliance law?

Yes No

If yes, please include a copy with your application. If no, please explain why. _____

2. Does your organization have a Board Adopted ADA Grievance Policy?

Yes No

If yes, attach the policy to this application. If no, briefly describe your plans to create one (including expected adoption date). _____

3. Have you attended an ADA Technical Assistance workshop in the last year? (State, County or Cultural Access Network of NJ sponsored session)

Yes No

4. Can a person using a wheelchair access all public areas of your facility or programming sites?

Yes No

5. Is there unimpeded access from your parking area to your public entrance door or the parking area to the public entrance door of your programming sites?

Yes No

6. Are there curb cuts from street parking to the walkways of your facility or programming sites?

Yes No

7. Are handicapped accessible parking spaces identified by the universal symbol (wheelchair) on your property or at your programming sites?

Yes No

8. Is there a ramp with railings provided (if applicable) from the parking area or sidewalk up to the main entrance (if not level) of your facility or programming sites?

Yes No

9. If you have restrooms on the premises of your facility or programming sites, are they wheelchair accessible?

Yes No N/A

10. If you have restrooms, are there bars/railings in restroom stalls of your facility or programming sites?
 Yes No N/A
11. Are sinks and drinking fountains (if applicable) at accessible level for people in wheelchairs at your facility or programming sites?
 Yes No N/A
12. If your facility or programming sites have more than one level, are there elevators that accommodate people with mobility impairments?
 Yes No N/A
13. If other levels besides main floor are not physically accessible at your facility or programming sites, do you provide reasonable accommodations so visitors with mobility impairments have alternate access to your attractions/programs? (Note: A reasonable accommodation would be a video-taped/interpreted program of an inaccessible level shown on the first/accessible floor relayed by monitor/video tape or a virtual tour on computer screen showing what's not accessible.)
 Yes No N/A (single floor)

Check off the following, as applicable to your organization's offerings:

14. Are exhibition labels and all posted interpretative text/signage in 18-point type or larger?
 Yes No N/A
15. Are posted signage, labels and interpretative text in black lettering on white ground?
 Yes No N/A
16. Are floor surfaces in your facility or at your programming sites firm, stable, level and slip resistant?
 Yes No
17. Is the clear view of artworks no higher than 51"?
 Yes No N/A (no artwork on display)
18. If items in display cases are higher than 51" do you provide alternative access within convenient access for patrons in wheelchairs (i.e., photos of the items above that level is a reasonable accommodation)?
 Yes No N/A (no display cases)
19. Does your organization or its board have a formal grievance policy on file to address access complaints?
 Yes No
20. Does your organization promote accessibility (facility and programmatic) in its brochures, press releases, and advertising? If yes, provide a sample with your support materials.
 Yes No

- 21. Does your organization promote assistive services upon request, given reasonable prior notification?**
 Yes No
- 22. Does your organization provide sign interpretation?**
 Yes No
- 23. Does your organization provide braille versions of your printed materials?**
 Yes No
- 24. Does your organization provide captioning?**
 Yes No
- 25. Does your organization provide audio descriptions of your site, displays, programming, etc.?**
 Yes No
- 26. Does your organization provide large type print materials?**
 Yes No
- 27. Does your organization provide assistive listening devices?**
 Yes No
- 28. Does your organization provide flexible seating for patrons in wheelchairs?**
 Yes No
- 29. Does your organization have a designated ADA coordinator (volunteer or staff or board member) to oversee and assist in an on-going evaluation of your organization's good faith efforts, policy and commitment to provide equal accessibility to all patrons and visitors?**
 Yes No
- 30. Does your organization provide sensitivity training for staff, board members and volunteers to prepare them to welcome and accommodate people with disabilities?**
 Yes No
- 31. Please note below any other special accommodations offered/provided.**

BOARD & GOVERNANCE DEMOGRAPHICS: RACIAL & ETHNIC DIVERSITY (CHART #2)								
Applicant Organization Name:								
ALL ORGANIZATIONS MUST COMPLETE THIS FORM								
The SCC&HC requires all organizations to provide additional demographic analysis of their organization’s leadership. The numbers provided in this chart may be estimates. Please account for all board members, paid staff, and volunteers that work with your organization at the time of application.								
	Total #	American Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Native Hawaiian/ Other Pacific Islander	White	Multi-Racial
BOARD MEMBERS								
PAID STAFF								
VOLUNTEERS								

BOARD & GOVERNANCE DEMOGRAPHICS: GENERAL DIVERSITY (CHART #3)					
Applicant Organization Name:					
ALL ORGANIZATIONS MUST COMPLETE THIS FORM					
The SCC&HC requires all organizations to provide additional demographic analysis of their organization’s leadership. The numbers provided in this chart may be estimates. Please account for all board members, paid staff, and volunteers that work with your organization at the time of application.					
	Total #	New Jersey Residents	Somerset County Residents	Seniors Over 65	Persons with Disabilities
BOARD MEMBERS					
PAID STAFF					
VOLUNTEERS					

Part Five: Financial and Budgetary Information

***NOTE:** GOS applicant organizations can request up to 50% of their total budgeted income/revenue projected for 2025 (e.g.: an applicant with a \$100,000 annual operating budget can request up to \$50,000 in GOS funds. Applicants requesting Special Project grants can request up to \$20,000 for 2025. Please keep in mind that requests are not guaranteed to be fully funded, and that showing additional funding support for an organization or project strengthens the grant application.*

GRANT APPLICATION FINANCIAL SECTION:

1) Complete Excel Charts (provided separately) and address how funds will be expended.

2) In the space below, provide a detailed written breakdown about the expenses outlined in the Finance Chart; be specific about how your organization will utilize all the requested funds for which you are applying (e.g., if you are utilizing funds for facilities costs, itemize the type of costs (rent, gas and electricity costs, phone, etc.).

Part Six: Required Attachments

*All application packets must contain identical contents.
ALL required attachments must be included in every packet!*

- **RFA Document Checklist**
- **Internal Revenue Service letter** of tax exemption Section 501(c)3 or 501(c)4 status (Nonprofit only)
- **Organizational Long-Range Plan (GOS only but encouraged for SP)** must include date of adoption by the organization's board or Board of Directors.
- **Resumes of key staff** (Executive Director, Program Administrators, CFO, paid or staff volunteers, etc.)
- **Resumes and documentation of commitment from professional** historians, consultants, and support personnel your organization seeks to hire with funds from this grant
- **Authorizing Resolution** for application (Government only)
- **Informational brochure or print out of your organization's website** describing your mission, and what programs/services you offer
- **Support material:** Up to 6 items from the past two (2) years may be submitted. Material should fit the 8 ½ x 11 format and should support statements presented in the narrative. (e.g., Consultant proposals, Advertisements, Letters of Support, Press clippings). Applicants may submit support materials on a labeled CD/DVD which includes the name of the organization / Support Materials. Samples of support materials include but are not limited to: Advertisements; Consultant proposals; Letters of support; Long Range Plans (optional for SP organizations, but encouraged); Organization Brochures or Posters; Press clippings (published news articles/website postings); Programs / Handouts; Recordings of Lectures via a video link or USB flash drive.

AUTHORIZATION/CERTIFICATION

I understand that this grant application will become an addendum to an agreement which I will be required to enter into by submission of the calendar year 2025 Somerset County Cultural & Heritage Commission History Partnership Program Grant Re-grantee contract with the County of Somerset prior to release of grant funds.

I understand and agree that submission of this application signifies intention to comply with all State and Federal regulations including, Fair Labor Standards, Civil Rights Act 1964, the Rehabilitation Act 1973 (Section 504), as amended, the 1990 Americans With Disabilities Act (ADA), Drug Free Workplace Act of 1988, and additional rules and regulations as stipulated in the SCC&HC History Partnership Program Grant Guidelines and Re-grantee contract (sent after award notification, in January of the grant year).

I further certify that any funds received through this year 2025 History Partnership Program Grant will be used exclusively for the purposes set forth in this application. I will notify the Somerset County Cultural & Heritage Commission immediately if: 1) my organization encounters a problem which could negatively impact the execution or completion of our grant funded project/s; 2) If my organization receives any funds directly from the NJHC in this same grant period.

SIGNATURES: Organization must provide signatures from TWO SEPARATE official representatives. All signatures on original application must be in BLUE ink.

Applicant Organization: _____

Name and title of first official representative: _____

Signature: _____ Date: _____

Name and title of second official representative: _____

Signature: _____ Date: _____

Application submission:

Return six complete application document sets (one original and five copies, appropriately labeled as per the Guidelines and Instructions) **by 4:00PM, September 13, 2024** to:

**SOMERSET COUNTY CULTURAL & HERITAGE COMMISSION
P.O. Box 3000/20 GROVE ST.
SOMERVILLE, NJ 08876-1262
Attention: 2025 CHPP Grant Application**

COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GRANT FY 2025 (1/1/25 - 12/31/25)
Part Five: Application Finance Charts

CHART #1: FY25 CHPP PROPOSED BUDGET (EXPENSES)

Organization: _____

Total Projected Expenses (self-populates from CHART #1, Column 2):	\$0.00
Grant amount (self-populates from CHART #1, Column 3):	\$0.00
Total Projected Income (self-populates from CHART #2):	\$0.00
In-kind donations (will self-populate from CHART #4):	\$0.00

ONLY ENTER NUMBERS IN THIS CHART!

*Create and attach a separate Word or Excel document listing all "Other" expenses (items and amounts).

*NOTE: General Operating Support (GOS) applicants can request up to 50% of their total budgeted income/revenue projected for 2025.
 Special Project (SP) applicants can request up to \$20,000 for 2025.*

	Column 1	Column 2	Column 3
	Current Expenses (SP list project expenses if applicable; GOS, list total expenses for current year. Only enter numbers in this column!)	ALL Projected Expenses (SP list only project expenses; GOS list total proposed expenses for 2025. Only enter numbers in this column!)	Which expenses from Column 2 will be paid ONLY with the CHPP Grant? (Only enter numbers in this column!)
PERSONNEL			
Administrative/Clerical			
Professional/Historians			
Technical/Production			
Other (List specifics)*			
OPERATING EXPENSES			
Advertising/Marketing			
Equipment Rental			
Insurance			
Maintenance*			
Phone/fax			
Printing			
Space Rental			
Supplies/Materials*			
Travel/Transportation			
Utilities			
Other (List specifics)*			
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00

CHPP grant funds can ONLY be used to fund project activities that were specified in the application on which this grant agreement was based AND are eligible under NJ Historical Commission regulations.

COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GRANT FY 2025 (1/1/25 - 12/31/25)
Part Five: Application Finance Charts

CHART #2: FY25 CHPP ADDITIONAL FUNDING SOURCES (INCOME)

Organization: _____

Provide details for all other funding sources. List individual sources and amounts for each line item. If more space is needed, enter the total amount for each line item in the chart below and create and attach a separate Word or Excel document to provide itemization. NOTE: Showing additional funding sources for a project or support for an organization strengthens the grant application. Please keep in mind that requests are not guaranteed to be fully funded.

Sources of Additional Funding	Projected Income (Only enter numbers in this column!)
Business Contributions (List Sources and Amounts)	
Foundation Contributions (List Sources and Amounts)	
Government Contributions other than the SCC&HC CHPP Grant (List Sources and Amounts)	
Private Contributions (e.g. individual supporters, fundraising events, membership fees)	
Earned Income (e.g. itemize program fees, ticket sales, concessions, advertisements, etc.)	
Total funding from sources OTHER than FY25 CHPP:	\$0.00
Requested FY25 CHPP Grant Amount:	\$0.00
TOTAL FUNDING (other sources and FY25 CHPP request):	\$0.00

CHPP grant funds can ONLY be used to fund project activities that were specified in the application on which this grant agreement was based AND are eligible under NJ Historical Commission regulations.

COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP) GRANT FY 2025 (1/1/25 - 12/31/25)
Part Five: Application Finance Charts

CHART #3: FY25 CHPP SURPLUS AND/OR DEFICIT OF FUNDS

Organization: _____

Provide explanations for any surplus or deficit of funds over 10%.
Leave blank if you have no surplus or deficit.

Description of Surplus	Amount (Only enter numbers in this column!)

Description of Deficit	Amount (Only enter numbers in this column!)

CHPP grant funds can ONLY be used to fund project activities that were specified in the application on which this grant agreement was based AND are eligible under NJ Historical Commission regulations.

